

Jackson County Intermediate School District

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Jackson, Michigan 49201
517-768-5200

Tarrant Center

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Jackson, Michigan 49201
517-787-8910
Fax 517-787-1932

Birth to 3 Program

517-768-5117

Transportation

1161 West Parnall Road
Jackson, Michigan 49201
517-788-5904

Lyle Tarrant Center Handbook

Foreword

The Parent/Student Handbook was developed to answer commonly asked questions. Please become familiar with the following information and keep the handbook available for frequent reference during the school year.

Additional information can be found on the Lyle Tarrant Center website at www.jcisd.org.

We are looking forward to working with you to make the school year a success!

Brittany O'Rourke
Principal
517-768-5234

Mission Statement of Lyle Tarrant Center

The students, their families/caregivers and the staff of the Lyle Tarrant Center, together with the community, are committed to providing diverse opportunities and experiences for each student. In turn, students will develop skills necessary in reaching their full independence and potential. As a result of this partnership, the lives of all will be enriched.

NOTE: *This handbook contains policies and procedures for success at the Lyle Tarrant Center, and answers many of the commonly asked questions that students and parents have during the school year. This handbook cannot address every situation or concern that may arise. The handbook may be revised at any time to implement the education program and ensure student wellbeing. School officials are responsible to interpret the handbook and, if a situation is not specifically addressed, to make decisions based on Board Policies, applicable laws and regulations, and other relevant factors.*

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Protocol Questions & Concerns

When a question or concern arises regarding your student's educational program, it is generally advisable to first make contact with your student's classroom teacher. If resolution is not reached, the school principal or supervisor for that program would be available. Parents have the right to inspect instructional materials used as part of the educational curriculum for their student. Interested parents are asked to schedule a time to do so with the classroom teacher.

Access to School Records

Student records are confidential. Parents, legal guardians of students and eligible students may inspect and review the student's education records upon written request, at least 24 hours in advance. The principal or designee may be present during the review.

Interpretation of these records is the responsibility of the school. If, upon inspection, the parent/guardian/eligible student finds inaccurate information, they may request amendments. (If amendments are denied, a right to challenge that decision exists.)

The school may, without consent of parents or students, release a student's permanent record file to:

- The student's resident district and intermediate school officials, including teachers, within the district who have a legitimate educational interest.
- The Superintendent of the Michigan Department of Education and subordinates, so long as the intended use of the data is consistent with the Superintendent's statutory powers and responsibilities.
- Officials of the Michigan Department of Human Services investigating an abuse case when, in the judgment of those involved, disclosure to the parent(s) could be a threat to the child's health or safety.

- Other authorized government officials may be entitled to access student records in accordance with the Family Educational Rights & Privacy Act (FERPA), 20 USC 1232g.

School personnel may not reveal, in any form, to persons other than those listed above, any information contained in school records except:

- With written consent from the student's parent(s) or guardian (or the eligible student) specifying records to be released and to whom they are to be released. Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act and the Americans with Disabilities Act.
- In the case of a student transferring to a different school, records will be sent to the new school either with written consent from student's parent(s) or guardian or at the written request of the new school.
- Certain "directory information" regarding a student may be released to any person or party, although the parents/guardians/eligible students may refuse to allow such information to be disclosed by notifying the school in writing within two weeks of the first day of attendance each year. Board Policy 8830 designates the following as directory information: student's name, address, major field of study, participation in officially recognized activities and sports, dates of attendance, date of graduation, awards received, scholarships, and telephone numbers for school directory. Parents will be provided with additional information on how student information may be shared and on how the parent may make adjustments to the sharing of directory information about their students.
- Parents are asked for permission to use student photographs (to appear on a website or brochure, for example).

More information about student and parent rights related to student educational records is available at <http://www2.ed.gov/policy/gen/guid/fpco/brochures/parents.pdf>

or

http://www.michigan.gov/documents/parental_rights_122553_7.pdf.

Calendar of Events

Please refer to the Lyle Tarrant calendar on the website at www.jcisd.org for upcoming events, conferences, shortened days and planned days with no school. We also have a Facebook page called: Tarrant Center

Emergency Closing

School closing announcements will be sent via the automated Global Connect system, which will call each student's designated phone numbers. School closing announcements will also be announced on the following media outlets:

- WILX TV 10
- Fox 47
- K-105.3 radio
- WLNS Channel 6

All Lyle Tarrant Center closings and delays are posted on the JCISD website at www.jcisd.org as well as on the Tarrant Center Facebook page. Closings and delays are also sent out via text message to those that subscribe. You can subscribe by texting 81010 with the message:@tarrant and you will receive updates via text.

In the event that the Tarrant Center needs to enter into a Code Red lockdown situation, students will be transported off campus to Jackson First Church of the Nazarene, 3905 Clinton Road, Jackson.

Sometimes it is necessary to send students home after they have arrived at school due to severe weather or other catastrophic events. Every effort is made to alert

the parent/guardian of this situation. No child is discharged without some contact having been made to individuals indicated on the student's emergency contact form. Alerts will be issued via the Alert Solutions system and by text.

Each classroom is equipped with a Crisis and Safety Guide for reference in any emergency situation.

The policy of the Board of Education of the JCISD is when official US Weather Bureau information is received that a Tornado Watch is in effect, the Lyle Torrant Center will not be dismissed early. Students will be dismissed at the regular time.

Once a tornado has formed and its existence is known to the U.S. Weather Bureau, a "Tornado Warning" will be issued. If a "Tornado Warning" occurs, students will be taken to areas designated as "Tornado Safety Areas" in the building. These areas have little or no glass and the building is no higher than the main structure. Students and staff will remain in these areas until an "all clear" is received.

In the event of a "Tornado Warning" prior to the beginning of school, students will not be picked up until the warning is lifted. If a "Tornado Watch" is in effect, pickup will be at Transportation's discretion. If a "Tornado Warning" occurs while in transit, the bus driver will seek shelter for the students.

Hopefully, this information will be helpful to you in planning for the care of your child. Our Transportation Department travels the entire Jackson County area. Many of our students' physical and medical conditions cannot withstand a stranded bus situation. When roads are treacherous, visibility due to fog is impossible or wind chill is -19 degrees or below, school will be closed.

Students should not be left unattended to wait for the bus's arrival.

Safety Drills (Fire, Lock Down and Tornado Drills)

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to staff that will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The signal for tornadoes is different from the alarm signal for fires and lock down drills.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three times each school year.

The fire, lock down and tornado drill schedule is posted on our website at www.jcisd.org.

Security Assistance

An armed security officer (Jackson local police department or private security company) may be assigned to the Lyle Torrant Center to assist students.

Parent Involvement/Communication

The following activities invite parent involvement or communication:

- a. Regular communication between home and school
- b. Distribution of a parent/student handbook
- c. Parent meetings
- d. Multiple opportunities for student progress reporting
- e. Involvement in decision making about your student's educational needs
- f. Participation in select school functions or events

- g. Facebook – continuous updates
- h. Parent/teacher conferences

Two Parent-Teacher conferences are scheduled during the regular school year for the purpose of sharing student information and reviewing student progress in specific objectives and skills. The Parent-Teacher conference is also a good time to discuss any parental concerns. Parents are encouraged to attend scheduled conferences and are not limited to two conferences a year. You or the teacher can request additional meetings or phone conversations.

Student Wellness Committee

The Fit Tigers Student Wellness Committee, established in 2016, complies with the Board Policy 8510 to address wellness for this district's center-based programs. The policy establishes goals for student wellness, including nutrition education, physical activity, limits on less healthy foods and beverages served and/or sold outside the standard meal times. The Fit Tigers Committee is made up of the Building Principal, Physical Education/Swim Teacher, Student Representative, Parent Representative, and other Teachers and Teacher Assistants. The Fit Tigers plan school-wide healthy activities, review the wellness policy, and collect data regarding policy implementation.

School Lunches

Children need healthy meals to learn. Lyle Torrant Center offers healthy meals every school day. Menus are sent home with students each month. For the 2023-2024 school year, all lunches are free, however, a Free/Reduced Lunch application is required.

Applications for free or reduced lunches are accepted at any time throughout the school year. Applications are available on the website at www.jcisd.org. If you need an

application, please contact the school kitchen at 517-768-5123.

Please note: if your full day student is brought to school after 11:30 a.m., they will not receive lunch due to the cafeteria being closed.

School Day Hours

Lyle Tarrant classes begin at 9:30 a.m. Students are dismissed at 3:30 p.m. Half day dismissal time is 12:15 p.m.

We realize that everyone's time is valuable. **Therefore, we request that students are not dropped off before classes begin.** The teaching staff uses this time to prepare for the day or may have school related meetings scheduled. We also ask that if your student is not riding the ISD bus after school, please pick your student up promptly at the appropriate dismissal time. All students that arrive after classes begin or are picked up prior to the usual dismissal time must be signed in/out in the office closest to the student's classroom. Any students whose classroom is located at the Lyle Tarrant Center need to be signed out at the main office.

Visitor Policy

Anyone that is not an ISD employee who is visiting the Lyle Tarrant Center building must obtain a visitor badge by registering in the main office. This badge must be worn and visible at all times while in the school buildings. Visitors should only access the buildings through appropriately marked entrances.

Volunteers

Volunteers are occasionally needed for special events. It is the policy of Jackson County Intermediate School District that all volunteers submit to a criminal background check before volunteering takes place. Any individual who will have direct contact with students may

require fingerprinting at the volunteer's expense as well as an interview. Volunteer opportunities must be approved by the principal or designee. Volunteers need to be at least 14 years old.

Video Monitoring Systems

A video monitoring system is used on school busses and a video monitoring system is also used in some public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

Emergency Forms

It is essential that we have your student's completed emergency form in the school office by the first week of school. PLEASE NOTE: Other than to a parent/legal guardian, students will not be released to any person not listed on the emergency form. Thank you for your cooperation in this important matter.

Student Illness Policy

It is important to us that we do everything we can to keep our students as healthy as possible throughout the school year. We need your help to make this happen.

The following rules are in place to help prevent illnesses from spreading. They also allow your child adequate time to recover from being sick. We have many students with weakened immune systems and they can become ill easily.

Please keep your child at home if they have any of the following:

1. Fever of 100.4 degrees or higher

2. Vomiting
3. Diarrhea (will be sent home if has 2 episodes at school **regardless** if it is due to illness, medication or a procedure)
4. Eye drainage
5. Ear drainage
6. Runny nose that would require the staff to wipe frequently
7. Continuous coughing
8. Open wounds that cannot be kept covered
9. Rash (unless their doctor has found that it is not contagious).

If a student comes to school with any of these symptoms, they will be sent home. Your child must be picked up **within 1 hour** of the initial phone call.

- **Keep your child home until their fever has been gone for 24 hours without medicine.**
- **Keep your child home for 24 hours after their last vomiting or diarrhea episode.**
- **If your child's illness requires an antibiotic, they must be on the antibiotic for 24 hours before returning to school.**

* If your child has been seen in the Emergency Department, has had surgery or has been hospitalized, transportation will be stopped and he/she will require a "Return to School" form to be completed and signed by the treating provider prior to returning to school. This form must be received in the Tarrant Center Nursing office before transportation will be reinstated for your student. This form can be obtained from school, or found on the JCISD website.

In the event, you are not able to obtain a Return to School form, you may have the provider write a note that includes the date your child may return to school and if there are any restrictions. This information helps us to ensure your child's medical needs are being met. The form/note can be faxed to [517-787-1932](tel:517-787-1932).

You are expected to pick your child up from school when your child is ill upon arrival or becomes ill at school with symptoms identified in the illness policy. The following procedure will occur:

1. Parent/guardian will be notified of the illness by telephone. Pick up is expected within one hour of the notification.
2. If no response from parent, all contacts on emergency form will be called.
3. If you know you will be gone for the day, please remember to write in your child's notebook or call the teacher to give special contact information if different than emergency form information.

In case of a medical emergency at school, the following procedure will occur:

1. School nurse will call 911 immediately if student requires an ambulance and emergency room care.
2. Parent/guardian will be notified of the emergency.
3. If no response from parent, all contacts on emergency form will be called.
4. If no response from parent/emergency contacts, then police may be notified to assist with locating parents. Parents/caregivers who cannot be reached will be asked to give additional emergency contact names/phone numbers, cell phone numbers, e-mail address and make/model/license plate number of their vehicle.

REMINDER - NO STUDENT WILL BE RELEASED TO ANYONE NOT LISTED ON THE STUDENT'S EMERGENCY FORM WITHOUT EXPRESSED

PERMISSION FROM THEIR GUARDIAN. IF WE ARE NOT FAMILIAR WITH THE PERSON SENT TO TRANSPORT YOUR CHILD WE WILL ASK FOR IDENTIFICATION.

Students that arrive at school with unusual markings on their skin will be assessed by a nurse and proper documentation will be made. It would be helpful if parents would send in a note of explanation when their child has an unusual mark on their skin obtained during non-school hours.

Students' time outside will be limited when temperatures are below 40 or above 95 degrees Fahrenheit.

The district has a school nurse with an office at Tarrant. The nurse's duties include seeing ill students, contacting parents or physicians when necessary and overseeing the health, medications and special health procedures for students. Occasionally a student emergency arises which cannot be handled in the school and 911 will be called.

Teacher Assistant/LPN's are Licensed Practical Nurses who work in classrooms as a teacher assistant, but also provide health care and procedures as needed. They ride school buses that carry medically fragile students and provide for their needs during transportation.

Staff is trained to perform certain procedures and must follow Tarrant Center's protocol.

Medications / Health Procedures / Wellness

At the Lyle Tarrant Center, it is our goal to help each student achieve their maximum potential in a safe and healthy environment. To do this we need the assistance of all of our families.

Medication Administration (Prescription and Over the Counter)

The State of Michigan Revised School Code, MCL 380.1178 states, in part:

- (1) Subject to subsection (2), a school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers medication to a pupil in the presence of another adult or in an emergency that threatens the life or health of the pupil, pursuant to written permission of the pupil's parent or guardian, and in compliance with the instructions of a physician, physician's assistant or certified nurse practitioner, or a school employee who in good faith administers an epinephrine auto-injector to an individual consistent with the policies under section 1179a, is not liable in a criminal action or for civil damages as a result of an act or omission in the administration of the medication or epinephrine auto-injector, except for an act or omission amounting to gross negligence or willful and wanton misconduct.
- (2) If a school employee is a licensed registered professional nurse, subsection (1) applies to that school employee regardless of whether the medication or epinephrine auto-injector is administered in the presence of another adult.

JCISD personnel will dispense medications within the legal parameters specified in the law.

Procedure: Administration of Medication

A JCISD School Administered Medication Authorization Form must be on file for each child requiring medication at school. For all over-the-counter and prescription drugs, and/or nutritional supplements, this form must include:

1. A written order from the physician stating the medication to be given, dosage, time to be given at school, route of administration (if other than oral) and physician signature.
2. Student's name and birthdate.
3. A dated signature of parent/guardian
4. Medical condition for which medication prescribed, comments regarding medication such as side effects, and other directions if physician is willing to provide this information.

Per JCISD board policies, the Lyle Torrant Campus is a drug free zone, and therefore, will not administer medical marijuana, cannabis, or other medicinal herbs/derivatives on school campus, even with the appropriate prescription. Children will be excused from school to parents, should the parents choose to administer medication to students at least 1000 feet away from school grounds. (See Policy 5530.)

The School Medication Authorization form must be completed and filed each school year. A physician's order is required for a dosage change, medication change or discontinuation of a medication. It may be sent by fax to 517-787-1932.

Medication:

1. Must be brought to school by an adult.
2. Cannot be sent in on the bus.
3. Cannot be sent in a student's backpack.
4. Must be brought in its original bottle labeled by a pharmacy (if you need an extra labeled bottle the pharmacy can provide this).

Parents may come to school and administer medication to their child if the child does not have a medication order on file.

Epi-Pens: Our school is authorized to maintain a small supply of epinephrine auto-injectors (“epi-pens”) for emergency treatment of an apparent anaphylactic reaction. Some school staff have been trained to administer this medication in accordance with state guidelines. A parent/guardian will be promptly notified if the medication is administered to a student and 911 will be called.

Health Procedures

The following procedures will require a JCISD School Procedure Authorization form:

1. Gastrostomy feedings and venting
2. Oral and tracheostomy suctioning
3. Oxygen
4. Urinary Catheterization
5. Ventilator
6. Vagus Nerve Stimulator

The School Procedure Authorization form should include:

1. A written order from the physician stating the health procedure, frequency, time, and physician’s signature.
2. Student’s name and birthdate.
3. A dated signature of parent/guardian

The School Procedure Authorization form must be completed and filed every year. A procedure may be changed or discontinued with a signed prescription from the child’s physician. It may be sent by fax.

The parent is responsible for providing equipment and supplies for health procedures given during school hours.

Immunizations

In order for students to begin receiving services or to start school, immunizations need to be up to date or a completed immunization waiver must be filed with the school office. Students up to the age of 18 are required

by the Jackson County Health Department to be current on immunizations. Students already enrolled in school and over the age of 18 are strongly encouraged to maintain current vaccinations to ensure the health of the total school population. Parents must contact the Jackson County Health Department for an Immunization Waiver appointment, if desired.

Head Lice

Students with live lice and untreated nits may not attend school and/or receive educational services due to the potential rapid spread of the infestation.

Head lice do not pose a significant health hazard, but in a special education setting it does require immediate attention in order to prevent it from spreading. Lice are most commonly spread by direct head to head contact. Due to our type of setting, students are often in direct contact with their classmates and classroom staff.

Procedure: Lice (Pediculosis)

1. If a student is suspected to be infested with head lice, the student will be referred to the school nurse or a designated staff member.
2. If live lice are found or the nits are $\frac{1}{4}$ inch or less from the scalp, the student will be considered to have a viable head lice infestation. The parent/legal guardian will be notified and provided with information regarding head lice and treatment options. The parent/legal guardian will need to pick up the child at dismissal and the Michigan Department of Education's Quick Guide for Managing Head Lice will be given to the parent/guardian.
3. Transportation will be stopped.
4. All classmates may be screened.
5. A letter will be sent home with classmates and students riding the same bus notifying them that a case of head lice is suspected and to encourage

parents/guardians to check their children, to prevent the lice from spreading. Student confidentiality will be maintained.

6. A parent/legal guardian must bring the student to school to be checked by the school nurse or designated staff member. Students must be determined to have no live lice and nits further than $\frac{1}{4}$ inch from scalp in order to return to school.

7. Once it is determined that a student is able to return to school, periodic rechecks may be done by designated school personnel

The Michigan Department of Education Head Lice Manual can be found [here](#).



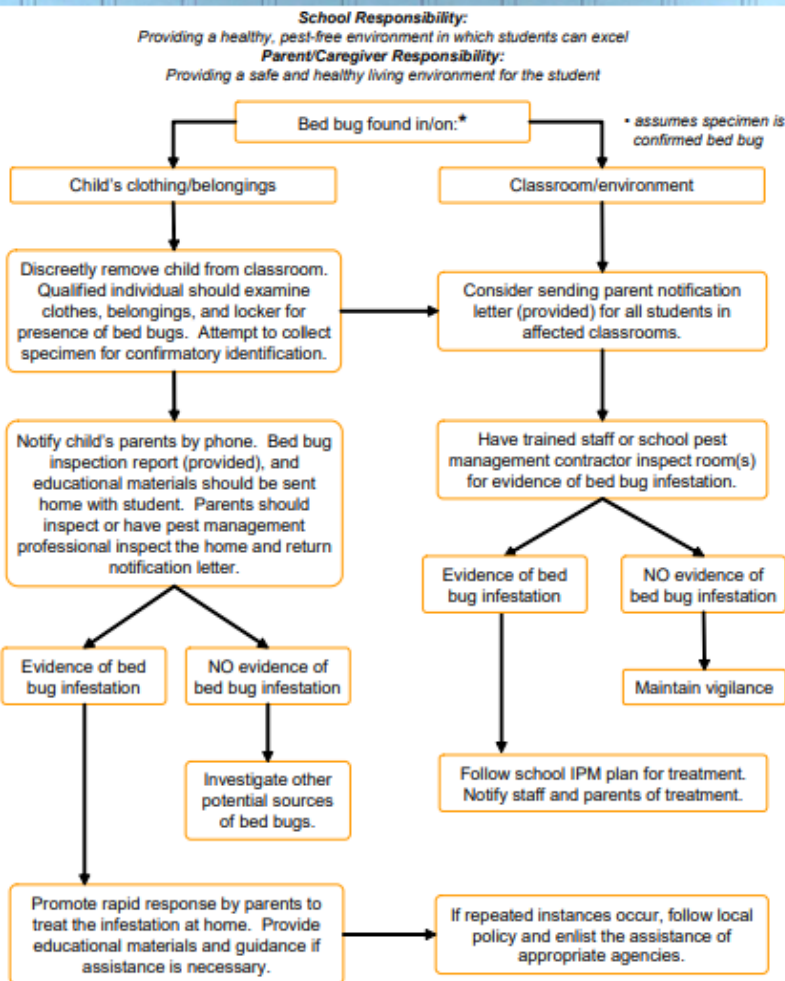
Bed Bugs

Bed bugs are small, wingless, blood-sucking insects. They feed on warm-blooded animals, such as birds, bats and humans. They hide in cracks and crevices of beds, wooden furniture, floors and walls during the day and come out at night to feed on sleeping hosts. Bed bugs are not caused by poor hygiene or bad housekeeping. Bed bugs are not known to spread disease.

Procedure: Bed Bugs

- a) If a student is found to have a bed bug on them, their personal belongings, or if there is suspicion of bed bugs in the home, the student will be referred to the school nurse or designated school personnel.
Students will not be excluded from school due to bed bugs unless efforts have not been made to remedy the situation and it persists. Ultimately, this decision will be up to the discretion of school officials.
- b) The School Response Flowchart from Michigan Bed Bug Working group will be used to determine what actions need to be followed.
- c) The parents/guardians of the student will be called.
- d) A letter will be sent home with students who are in the same classroom or ride the same bus as the affected student.
- e) Custodial staff and transportation will be informed of findings so proper cleaning protocols can be followed.

Bed Bugs: School Response Flowchart



See the Schools and Daycares section of Michigan's Bed Bug Prevention and Control Manual for detailed instructions.



Asbestos Policy

ARM Industrial & Environmental Consultants, Inc. has been retained by the JCISD to conduct and oversee our required AHERA Inspections. Our most recent Three-Year Inspection was completed by ARM Industrial & Environmental Consultants along with JCISD personnel in November 2021. In between the three-year inspections, JCISD personnel conduct periodic surveillance of each building which might contain asbestos at six-month intervals. Our reports are on file at the Educational Service Center Building.

Asbestos and Health

Asbestos is a mineral found in certain types of rock formations. When mined and processed it takes the form of small fibers. Asbestos became a popular product throughout industry because of its unusual combination of qualities; it is strong, it will not burn, it resists corrosion and it insulates well. Asbestos has most commonly been used in schools as insulation and in building materials. It has been found in floor tile, ceiling tile, insulation, sound proofing and fireproofing materials, and various adhesive products. The potential of an asbestos containing product to release fibers is dependent upon several factors including its location and its degree of friability. Friable means that it can be crumbled with hand pressure and therefore is likely to emit fibers when disturbed. The potential health hazards associated with exposure to asbestos results from the inhalation of airborne fibers. Exposure to airborne fibers has been associated with various forms of cancer.

Findings:

Asbestos is assumed to be in or found in the following materials:

Educational Service Center - Acoustical Ceiling/Wall Finish, Vinyl Floor Tile, Duct Spacers and Transite
Lyle Tarrant Center - Acoustical Ceiling Tile, Duct Spacers, Linoleum and Acoustical Plaster Ceiling

Camp McGregor - Vinyl Floor Tile
Other School Sites - See District Management Plan

Recommendations

These materials were all found to be in good condition. The primary recommendation is to continue proper maintenance procedures to maintain these materials in good condition, and if replacement becomes necessary to make sure they are properly removed and replaced with non-asbestos-containing materials. Detailed descriptions of the recommendations are available for review both at the school building and central office.

What does all this mean?

Fortunately, most asbestos containing materials in schools can be dealt with safely and responsibly. Asbestos that is well managed and maintained in good condition appears to pose relatively little risk to students and school employees.

Mr. Roger Auwers, our Jackson County Intermediate School District Director of Finance/Operations, is the designated person in charge of asbestos within the school district. If you have any questions concerning asbestos findings at the Lyle Tarrant Center, you may contact Mr. Auwers.

Pesticide Policy

The State of Michigan laws require us to notify you prior to the application of any pesticide in our buildings (MCL 324.8316, Notice of Pesticide Application at School or Day Care Center).

We will schedule needed pesticide applications for Fridays at 4:30 p.m. or later after the students and staff have left the building for the weekend. This allows for the buildings to be unoccupied for a couple of days. We will be on a cycle of three times per year for the exterior and monthly for the interior.

We have contracted with a professional pest control company that uses a variety of products according to label and governmental regulations. Copies of these labels and safety data sheets are available upon request. The contractor is scheduled to do this after students and staff leave for the weekend around 4:30 p.m. The gym and pool locker rooms, public bathrooms, kitchen and hallway wall bases will be treated.

Child Safety GPS and Audio Child Tracking/Monitoring Systems

Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag, on the student's person or otherwise in an area capable of listening in or recording without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

The Principal/School Designee must be given access by the parent to be a school guardian on the device. This will ensure the Listen-In feature is disabled during school hours due to privacy concerns.

Student Attendance Policy

It is important for students to attend school each day as per compulsory school attendance laws. Before or on the day that a legitimate absence occurs, please contact the school office to explain your child's absence.

Notification of Absence

If a student is to be absent, please call the office as soon as possible and provide an explanation. If you know ahead of time that a student will be absent, a call or written note is requested. The office number for Tarrant students is 517-787-8910. Please also call Transportation at 517-788-5904 to report the absence. If this information is not received, the absence shall be considered unexcused. A determination of whether an absence is excused or unexcused will be made by the Principal or designee. Excused absences typically include:

- Illness (with a written statement from a physician)
- Doctor appointment with a note from the physician
- Religious holidays
- Extreme emergency
- Funeral/Death in the family (2 days)
- Lice (3 days)
- School related and approved activities, i.e. Special Olympics or educational trip.

In cases where absences are due to an extended or chronic illness, health condition, or behavioral issues, modifications may be made to the notification schedule. Each case will be judged individually before a letter of concern is sent.

| Attendance Notification | Days Absent |
|---|----------------------|
| Letter of concern with community resources to assist with absences will be mailed home once a student | 5 unexcused absences |

| | |
|---|-----------------------|
| (list of absences/tardies will be listed on the letter) | |
| Letter of concern with community resources will be mailed home once a student (list of absences/tardies will be listed on the letter) | 9 unexcused absences |
| Potential referral to JCISD's Truancy Officer | 10 unexcused absences |

Notification of absence concerns will be sent to parents according to the table above.

Tardy

Any student that arrives to school 30 minutes after the start time will be marked Tardy. All students arriving to school after the school day start time must be signed in by a parent/guardian in the front office.

JCISD Transportation - 517-788-5904

If your child will not be riding the bus to or from school on a regularly scheduled school day, please contact the transportation office to notify them.

Due to the tight schedule of the bus routes, drivers will wait for a maximum of 2 minutes for your child to get on the bus before leaving for their next stop.

If your child is absent for three days and you do not notify the transportation office, the bus will not return for pick up until you call transportation.

Bus drivers and/or bus attendants are not permitted to transport prescription medications or over-the-counter medications to school for a parent.

Respite

If your student will be in respite, please call the school to request a Respite form. The new emergency information is essential. We would like the completed form sent to school at least one day before the respite begins.

Rights of Homeless Students

Students who meet the federal definition of “homeless” have certain rights related to education. Students, parents and/or guardians who need information regarding rights for homeless students and/or who want to file a dispute related to these rights may contact our Attendance, Truancy and Special Populations Coordinator at 517.768.5264 or Kimberly.brown@jcisd.org.

Disciplinary Procedures & Student Behavior

It is the responsibility of Lyle Tarrant staff to encourage appropriate behavior by giving students consistent, positive feedback and reinforcement. When inappropriate behavior occurs, a variety of strategies can be used to assist the student. In cases of chronic or severe behavior, a meeting with support staff, classroom staff and parents/guardian is arranged to determine the necessary interventions.

Behavior management techniques may include restrictive measures but this will be addressed through a formal behavior plan that will include parent notification and consent.

Lyle Tarrant Positive Behavior Supports

It is the goal of the Lyle Tarrant Center to provide the most positive and least restrictive procedures appropriate for the student. Positive supports may include verbal praise, token economy, rewards, special activities, etc.

Suspension

Suspension is defined as a temporary removal of the student from the Lyle Torrant Center, operated by the Jackson ISD. Suspension generally refers to a period of 1-10 days. The student will be provided the opportunity to explain what s/he did and his/her reason for acting in such a manner prior to any disciplinary decision is made. Additional factors that will be considered include the student's age, the nature of the student's disability, the history of behavior interventions with the student, the seriousness of the violation or behavior, whether the student action threatened the safety of others, whether restorative practices are appropriate in the circumstance, etc. If the situation involves a weapon, MCL 380.1311 additional questions must be asked which could impact the disciplinary action taken.

For special education students, total suspensions cannot exceed an aggregate of ten (10) days without a Manifestation Determination Review meeting called to determine if the student's placement is appropriate. At this time we may involve our school psychologist/clinical psychologist to examine or rewrite an existing behavior plan.

Students who may be a threat to themselves or to the well-being of others and who may not be able to benefit from their school program may be considered for an alternative placement by the student's IEP members.

Authority to place a student on suspension rests with the principal. The ISD considers the suspension policy part of the learning process for our students by enabling them to learn that there are consequences for their behavior. Two types of suspension may be used at the Lyle Torrant Center:

Suspension from School: Students will not be permitted on school property for the length of the suspension.

Emergency Removal: When a student's actions pose a threat, s/he may be removed on an emergency basis for only as long as it is necessary to make arrangements to resolve the threat to safety. A plan will be coordinated that may involve a need for follow-up, i.e. disciplinary procedures, meeting with the parents, or convening an IEP meeting to review appropriate program placement.

Actions which may lead to suspension from Lyle Torrant Center programs are the following:

- Harmful or potentially harmful acts against individuals or property
- Disruptive behaviors detrimental to the school program.

Procedures for suspension:

- Inform the student of specific reasons for suspension
- Inform the parent/guardian by phone and in writing indicating the necessary steps to affect the student's return
- Notify transportation

Seclusion & Restraint

There are some situations in which it is appropriate to seclude a student from other students or restrain a student from harming himself or others. In each such situation, the care, safety, welfare and dignity of each student will be considered, the incident will be documented and assessed, and the parent/guardian will be notified of the reason, duration and outcome.

Seclusion will always be for a short period of time reasonably calculated to address an emergency or to assist the student to regain control of his behaviors.

Restraint will only be used in emergency situations.

More information is available in Policy 5630.01.

State Law Discipline Requirements

Parents are reminded that as a Public School Entity, all students at Tarrant Center have to abide by the mandate of the Revised School Code (MCL 380.1311-.1313), federal statute (20 USC 71510), as they relate to the possession of weapons and drugs, and with respect to various threats, except where their disability may be a factor. Per JCISD Board policies 5772, 7217 and 8142.01, the Lyle Tarrant Center prohibit the possession of a weapon. Weapons include, but are not limited to: firearms, guns of any type whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C 921.

Use of Tobacco and Non-Tobacco Nicotine Products

Students are prohibited from using and possessing tobacco and non-tobacco nicotine products on district property and at district-related events. Families and visitors are prohibited from using tobacco and non-tobacco nicotine products on district property and at district-related events. More information is available in Board Policy 5512.

Drug and Alcohol Prevention

The use of illicit drugs and the unlawful possession, sale and use of alcohol is wrong and harmful. Students who violate this standard may be disciplined and could be referred for prosecution. Students and parents who want assistance with these matters may ask school for information and referrals for substance abuse counseling. More information is available in Board Policy 5530.

Dress Code

School appropriate clothing must be worn.

Support Services

Health Care Services

Health care services are provided by a registered nurse (RN). The RN duties include reviewing all medical and health records and supervising the health needs of the students. They are also responsible for attending to illnesses, accidents and emergency situations.

In addition to the registered nurses there are licensed practical nurses (LPN) who work in some classrooms as teacher assistants. Their duties include tube feedings, catheterization, medication administration and suctioning.

Adapted Swim and Physical Education

Swimming and physical education are an integral part of the instructional program at the Lyle Tarrant Center and your student's health and safety are a priority. Parents must sign the "opt-out" statement on the annual school permission form if parents/guardians DO NOT want your child to participate.

Adapted Swim Program

The students of Lyle Tarrant Center have the unique opportunity to benefit from the use of a therapeutic swimming pool. The temperature of the pool is controlled and remains between 88 and 92 degrees. Our pool is 20 feet wide by 40 feet long and is 2 feet 2 inches deep at the shallow end and 5 feet deep in the deepest end. The pool is located in the Lyle Tarrant building.

The following are a few of the benefits of our therapeutic swim program:

- increases muscle relaxation and lessens spasticity
- increases knowledge of water and water safety
- develops and improves swimming ability
- allows for an environment to improve student hygiene as well as activities of daily living in the locker room

Most students are scheduled to take part in the swim program once or twice a week for up to thirty minutes for

each session. We look forward to a positive and exciting educational year in our swim program. Please send in a swimsuit labeled with your student's name for use in the swim program.

Pool closures may take place due to contamination in the pool (bowel movements). In order to ensure all of our students are able to enjoy their recreational/therapeutic swim, our policy for students that have bowel movements while swimming is as follows:

1. Student put on notice.
2. Timed swim of 15 minutes
3. Student is removed from swim for a period of 1 month.
4. Student permitted back in pool.
5. Student put on notice.
6. Timed swim for 15 minutes.
7. Student removed from swim for 3 months.
8. If occurs again, student is prohibited from swim for remainder of the school year.

To ensure the safety of all of our students, the following behaviors are prohibited in the pool area.

| Level | Behavior Examples | Consequences |
|-------|---|--|
| 1 | Spitting, Splashing others, Screaming | 3 Verbal Warnings If behavior does not stop-removal from pool for the day |
| 2 | Jumping in and out of the pool, Hitting, Pushing others in/under the water | 1 verbal warning If behavior does not stop-removal from pool for the day |
| 3 | Running on pool deck, Removal of swimwear, Scratching, Biting | Immediate removal from the pool for day |

Audiology Services

Audiology services include complete diagnostic audiological assessments to students in Jackson County and are provided by a licensed audiologist. The audiology department also provides services and support to local school districts for deaf and hard-of-hearing students that are enrolled in their programs. These services include, but are not limited to, providing personal FM systems, classroom amplification systems, acoustic evaluations, and support to teachers. The audiologist can also serve as a communication link between medical/clinical professionals regarding information about a student's hearing loss to serve that student's educational needs appropriately. Audiology evaluations are provided annually to all Tarrant students either by our audiologist or the Jackson County Health Department. Student demographic information may be provided to the Jackson County Health Department for students needing further assistance. In addition, our audiologist may be asked to evaluate a student's ears by an RN or staff member.

Physical Therapy (PT)

Physical Therapy (PT) is provided by a Physical Therapist, whose responsibility is to assess the needs of the students and carry out individual therapy prescriptions/treatments, driven by the selected IEP goals. In addition, the PT serves as a consultant to classroom staff – training them in proper exercising and positioning of physically involved students. The PT is assisted by a physical therapist assistant (PTA) in some cases. The PT and PTA deliver direct therapy but also train staff in procedures to be used in the classroom for maintaining a student's abilities or physical status.

Occupational Therapy (OT)

Occupational Therapy (OT) is provided by an Occupational Therapist whose responsibility is to assess students and develop and implement treatment plans, which are driven by the selected IEP goals. The OT

carries out occupational treatment programs related to sensory-motor, fine motor, visual perceptual skills and activities of daily living. The OT consults with classroom staff and provides adapted equipment to integrate these attained skills into the student's daily routine.

Speech & Language Services

Speech and Language Services are provided by a Speech and Language Pathologist (SLP). The SLP works directly with students and staff within individual classrooms, providing a variety of language experiences and materials suited to meeting the varied communication goals of students. CORE language, sign language, picture and symbol systems and augmentative communication devices are all a part of Lyle Torrant Center's Speech and Language program. The SLP may deliver services directly or train staff in procedures to incorporate communications supports into the student's daily routine.

Social Work Services

When a student is determined to be eligible for School Social Work services by the IEP Team, the school social work is provided by a JCISD Licensed Master School Social Worker, whose responsibility may include assessing behavioral concerns, addressing positive behavioral support strategies, assisting with mental health concerns, providing individual and/or group social skills sessions, assisting with behavior plans, helping families access community resources and/or consulting with teachers, parents, and administrators to provide social-emotional support in the school setting. The SSW may deliver direct services or serve as a consultant to the classroom staff, as determined appropriate by the IEP Team.

Field Trips/Community Outings

Trips will be taken within the local area, which will be of interest and educational value to the students. Usually, you will be informed of trips in advance, but occasionally we will contact you by telephone for a special event. All students must have a current Field Trip permission form completed, signed and on file with the school (annually).

Transportation of students on trips will be made by school vehicles driven by Jackson County Intermediate School District drivers (JCISD) and/or JCISD staff. The trips are under the direct supervision of your child's teachers and staff.

Commonly Used Abbreviations

ASD – Autism Spectrum Disorder
BIP – Behavior Intervention Plan
ECDD – Early Childhood Developmentally Delayed
ECP – Early Childhood Program
FBA- Functional Behavior Assessment
IEP – Individualized Educational Program
IFSP – Individual Family Service Plan
LPN – Licensed Practical Nurse
MDR- Manifestation Determination Review
MiCI - Mildly Cognitively Impaired
MOCI – Moderately Cognitively Impaired
OHI- Otherwise Health Impaired
OT – Occupational Therapist
PBIS – Positive Behavior Intervention System
PBSP- Positive Behavior Support Plan
PPP – Parent Paw-tner Program
POHI – Physically or Otherwise Health Impaired
PT – Physical Therapist
REED – Review of Existing Evaluation Data
RN – Registered Nurse
SCI – Severely Cognitively Impaired
SLP – Speech & Language Pathologist
SXI – Severely Multiply Impaired
YAP – Young Adult Program

Community Support Agencies

Jackie Morris- disAbility Connections 517-990-8061